

SANDY CITY
APPROVED CLASS SPECIFICATIONS

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| <p>I. <u>Position Title:</u> Purchasing Assistant</p> | <p><u>Revision Date:</u> 03/2005</p> <p><u>EEO Code:</u> Administrative Support</p> <p><u>Status:</u> Non-Exempt</p> |
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Purchasing Agent, performs purchasing services for the City i.e. the daily workflow of processing requisitions and purchase orders; coordinates with departmental buyers; and manages vendor information.

III. Essential Duties:

 - Processes requisitions, purchase orders and change orders on a timely basis and in compliance with City policies and ordinances.
 - Makes complete and accurate entries to purchasing transactions.
 - Maintains an accurate vendor list as well as positive and professional relationships with the City's vendors.
 - Performs purchasing processes for department buyers, correcting and reporting non-compliant purchases.
 - Handle various, specifically assigned administrative duties as designated by Purchasing Agent.
 - Provide customer service for walk in public and departmental employees.
 - Act as the back-up receptionist for Finance & Information Services.
 - Maintain accurate records of PO numbers and exhibit A's requests
 - Make new files and maintain current filing system
 - Mail correspondence on a daily basis

IV. Marginal Duties:

 - Assists in the development and maintenance of the surplus property program.
 - Respond when directed to department daily mail
 - Keep current all department filing and sorting
 - Photocopy various documents
 - Performs other duties as assigned.
 - Perform duties of the Purchasing Agent in his/hers absence as specified by the Deputy Director.

V. Qualifications:

Education: High school diploma

Experience: Six months clerical and customer service experience required, typing at 40 wpm minimum.

Knowledge of: Telephone procedures and etiquette; correct English usage, spelling, and vocabulary; office methods, techniques and equipment; word and data processing equipment. Knowledge of governmental procedures preferred.

Responsibility for: Care, condition and use of materials, tools, and equipment; confidential information that must be handled with discretion.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public and City departments; constant contact with the public both on the phone and face-to-face; follow written and verbal instructions; communicate effectively verbally and in writing.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet and word processing), financial/purchasing software, 10-key, printer, copier, fax and telephone system.

Analytical Ability: Follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills.

VI. Working Conditions:

Daily exposure to deadlines. Some lifting necessary.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any